

No. CEA-12011/360/2025
Government of India
Ministry of Cooperation
The Co-operative Election Authority

09th Floor, Tower E, World Trade Centre
Nauroji Nagar, New Delhi -110029
Dated: 05th August, 2025
Election no. 89/2025-26

ORDER

Sub: Appointment of "Returning Officer" and the "Election Programme" for Conduct of Election of Shree Ravalnath Cooperative Housing Finance Society Ltd. Ajara, R.S No 18, Doctor's Colony, Gandhigaj, Dist. Kolhapur, Maharashtra-416502. -reg.

In exercise of the powers conferred by Section 45 K (1) of the Multi-State Co-operative Societies (MSCS) Act 2002, as amended by the MSCS amendment Act 2023 read with Rule 19F (a) of the MSCS Rules 2002, as amended with MSCS Rules in 2023, the Co-operative Election Authority hereby appoints **District Magistrate/Collector, Kolhapur** as Returning Officer for conducting Elections as under:

Elections of Shree Ravalnath Cooperative Housing Finance Society Ltd. Ajara, Kolhapur.	
Number of Board of Directors	Board of Directors (13) (General- 10, Women- 2 & SC/ST- 1)
Registration No & Date	MSCS/CR/1206/2015 dt. 18.03.2025
Office Bearers (2)	(i) Chairman -01 & (ii) Vice Chairman- 01

2. RO is requested to ensure the election is conducted as per the MSCS Act, 2002 as amended by MSCS (Amendment) Act 2023 and Rules framed thereunder. In case any provision of Registered Bye-Laws of the Society is inconsistent with the provision of Act and Rules made thereunder, then provisions of the Act/Rules shall prevail over such inconsistent provision and decision taken by CEA in this regard shall be final.

3. RO may submit proposal for appointment of adequate number of ARO

4. The Constituency shall be as per registered and approved Bye-Laws of the Society. Every voter member has a right to elect all the directors individually.

5. **Election Programme:** Election Programme from 10.11.2025 to 24.12.2025 is issued under Rule 19(H) (2), which is part of this order.

6. **Role of Returning Officer in initiating Election Schedule:** Returning Officer may please refer to Rule 19(H)(4) and Rule 19(H)(3) and ensure that intimation is sent under his



signature regarding date, time and place of General Meeting (Polling) to each member of the society and such information can also be sent electronically, if possible

7. **Issue of election notice under the signature of Returning Officer:** Returning officer shall specify the date and time, place of receipt of nomination, and for all other stages of the election process clearly in the notification. Election Programme shall also be published on the notice board of the society and its branches for wider circulation to all members.

8. **Publication of election programme on website of the society:** Returning Officer is requested to publish election programme on the website of the society.

9. **Publication of election notice in the newspapers:** Returning Officer is requested to publish election notice in the newspaper circulated in the area of operation as required under Rule 19-I (3).

9.1. **Returning Officer is requested to send the newspaper cutting to the CEA.**

10. Wide publicity to be given for holding of Elections in terms of provision of the MSCS Act and the rules framed thereunder including advertisement in each state in the area of operation. Election Programme shall also be displayed on the Notice Board of the Society. RO shall also issue a press release.

11. **Preparation of Members' List:** Returning Officer is requested to refer to Sec 29 of MSCS Act and Rule 19-I while publishing the list of eligible voters. The list should be drawn as on 31st March of the previous financial year which is immediately preceding to the election year. Addition/deletion in the list can be done as per Rule 19I (1) thirty days prior to the date fixed for the poll. The list of members should also be got posted on website of society

12. **Disqualification for being a director:** While scrutinizing the nomination RO is requested to refer to Sec 29, 43 and 44 of MSCS Act and also Rules 19J, 19K and 19L of MSCS Rules (as amended time to time).

13. **Report to CEA on nomination:** Returning Officer is requested to send the list of candidates with the details- (i) filed nominations (ii) rejected nominations with reasons (iii)



withdrawal of nominations and (iv) valid nomination with reference to the number of post of directors to CEA through e-mail and publish it on the Website of the Society.

14. **Prior approval of result of Board of Director:** After conduct of Elections of Board of Directors, the RO is mandated to submit the requisite details in Format 19 M along with a report (for members of the Board of Directors) under rule 19 M for seeking **prior approval** of the Co-operative Election Authority.

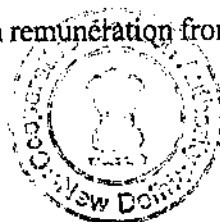
15. **Election of Office Bearers:** Returning Officer shall preside over the meeting for the purpose of election of Office Bearers as per Rule 19N (2) and after conduct of elections of Office Bearers, the RO shall submit the requisite details in Format 19-N alongwith a report for seeking **prior approval** of CEA before declaration of results.

16. **Display of Notification/orders on website of Society:** Returning Officer shall ensure that the Society prominently displays the List of Eligible Voters, Election Programme and Final List of the Contesting Candidates, and other related important documents on the website of the Society prominently on the right-hand top corner of website in a box under the heading of “ELECTION OF BOARD OF DIRECTORS & OFFICE BEARERS” for enabling free, fair and transparent elections.

17. **Submission of account of election expenses by the candidate:** The provisions of MSCS Rules 19(U), (V), (W), (X) relating to expenditure to be incurred by the candidate in connection with elections are annexed herewith. RO is requested that these may be posted on the Notice Board and a copy may also be supplied to the person filing the nomination. The format or account of election expenses shall be kept as per particulars provided in Rule 19 (W). These accounts should be submitted to Returning Officer within 30 days of declaration of result by Returning Officer after approval of CEA.

18. Instructions for filling-up of the Format- 19M and 19N have been appended below the Format 19M and 19N, the same should be scrupulously followed by the Returning Officer. [Annexure-II and Annexure-III respectively]

19. **Payment of remuneration:** It is also requested to provide the requisite details about basic pay of RO and ARO and other polling officer in the enclosed Proforma along with a copy of cancelled cheque & PAN Card to claim remuneration from the Society in connection



with discharge of duties for conduct of election as RO/ARO/Polling personnel etc.
(Annexure-IV)

20. Copy of the Election Programme is attached as **Annexure - I**.

21. **Guidelines for Central Govt. Employees:** As per DOP&T Office Memorandum F.No.11013/1/2016-Estt.A-III February, 2020 and dated 21st Government employee Under the rule 15(1)(c) of CCS (Conduct) Rules, 1964, the Central will obtain the details in may the take prior permission to contest the election. Returning Officer **Annexure -V** to accept or reject nomination filed by the Central Government Servant.

22. A Checklist for Returning Officer is attached at **Annexure-VI** for monitoring the election process.

23. This issues with the approval of Cooperative Election Authority.

By Order



(Authorized Signatory)

For Cooperative Election Authority

To

District Collector / Magistrate
Kolhapur
New Shahupuri, Kolhapur, Maharashtra, 416001
Email- collector.kolhapur@maharashtra.gov.in



Copy to:

1. The Chief Executive Officer/Managing Director of **Shree Ravalnath Cooperative Housing Finance Society Ltd. Ajara, R.S No 18, Doctor's Colony, Gandhigla, Dist. Kolhapur, Maharashtra-416502. Email- ravalnath.hogadhinglaj@gmail.com / 9423934288. with a request**

(a) To deposit amount on account of remuneration payment for the conduct of election by RO/ARO and Polling Officer(s). Amount of remuneration to be as per order CEA-12011/84/2024 dated 03.06.2024 (copy enclosed). The requisite amount is to be deposited by the society in CEA's account titled Cooperative Election Authority as details below: -

Name of Account Holder	Cooperative Election Authority
Name of Bank	State Bank of India
Account Number	43320407875
IFCS Code	SBIN0001076
Name of Branch	R.K.Puram, New Delhi
Type of Account	Saving Account

(b) This may be ensured by C.E.O / M.D that the following documents must be uploaded on Official Website of the Society.

- i. Order of CEA for appointment of Returning Officer and election programme.
- ii. Notification issued by Returning Officer giving details of election schedule and details of constituency etc.
- iii. Provisional list of Members/Delegates who are eligible to vote.
- iv. Publication of final list of Members/Delegates who are eligible to vote.
- v. List of nomination received by the Returning Officers constituency-wise.
- vi. List of nomination which has been rejected along with reasons for rejection.
- vii. Publication of final list of contesting candidates.
- viii. Declaration of result of Board of Directors.
- ix. New Board of Directors and its Office Bearers.

(c) Election Notice under signature of RO to be published in newspapers by CEO.

1. The Registrar of Cooperative Societies, Govt. of Maharashtra, 2nd floor, New Central Building, Ambedkar Wellesly, Rd, Pune, Maharashtra 411001.
2. The Central Registrar of Cooperative Societies – for information
3. NIC with a request to upload on (www.cres.gov.in).




No. CEA-12011/360/2025
Government of India
Ministry of Cooperation
The Co-operative Election Authority

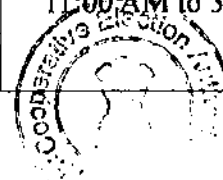
09th Floor, Tower E, World Trade Centre
Nauroji Nagar, New Delhi -110029
Issue Date: 05.08.2025
Election no. 89/2025-26

Election Program

{Rule 19H (2)}

Attachment of the Order no. CEA-12011/360/2025 dated 05th August, 2025 for conduct of election

(A)		General Information	
Name of MSCS		Shree Ravalnath Cooperative Housing Finance Society Ltd. Ajara, R.S No 18, Doctor's Colony, Gandhiglaj, Dist. Kolhapur, Maharashtra-416502 ravalnath.hogadhinglaj@gmail.com/9423934288	
Registration Number		MSCS/CR/1206/2015 dt. 18.03.2025	
Returning Officer		District Magistrate / Collector, Kolhapur	
Post for which election being held		Board Member- 13 (General-10, SC/ST-1 & Women-2) Office Bearers-2 (Chairman-1 & Vice-Chairman-1)	
Area of Operation		Maharashtra, Karnataka & Delhi	
Regular Member		14297	
Polling Booth		Polling booth to be set up in dist. Kolhapur, Satara, Gadhinglaj & Delhi	
(B) Election program for Board of Directors			
SL. No.	Particulars	Date	Time
1	Publication of Provisional List of Members / Delegates, Eligible to Vote	10 th Nov. 2025 (Monday)	11:00 AM
2	Time Window for Raising Objection to the Provisional List	11 th Nov. 2025 to 15 th Nov. 2025 (Tuesday to Saturday)	11:00 AM to 3:00 PM
3	Scrutiny of objection received to the Provisional List (if any)	17 th Nov. 2025 to 21 st Nov. 2025 (Monday to Friday)	11:00 AM to 3:00 PM
4	Publication of Final List of Members / Delegates, Eligible to Vote	22 nd Nov. 2025 (Saturday)	11:00 AM
5	Issue and Filing of Nomination Form	24 th Nov. 2025 to 29 th Nov. 2025 (Monday to Saturday)	11:00 AM to 3:00 PM 



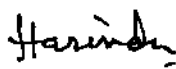
6	Publication of List of Nominations Received	29 th Nov, 2025 (Saturday)	5:00 PM
7	Scrutiny of Received Nomination Forms	01 st Dec, 2025 (Monday)	11:00 AM onwards
8	Publication of List of Valid Nominations	01 st Dec, 2025 (Monday)	5:00 PM
9	Withdrawal of Nominations	02 nd Dec, 2025 (Tuesday)	11:00 AM to 3:00 PM
10	Publication of Final List of Contesting Candidates	02 nd Dec, 2025 (Tuesday)	5:00 PM
11	Date of Polling, if Necessary	14 th Dec, 2025 (Sunday)	8:00 AM to 04:00 PM and all those who have entered polling station at 04 PM or before should be allowed to cast vote
12	Counting of votes	16 th Dec, 2025 (Tuesday)	08:00 AM Onwards
12A	Submission of Form 19M with recommendation for seeking approval of CEA before declaration of result of BOD	16 th Dec, 2025 (Tuesday)	
13	Declaration of Result of Board of Directors	On or before 19 th Dec, 2025 (Friday)	After approval of Cooperative Election Authority, New Delhi on Format 19M

(C) Election Program of Office Bearer

14	Announcement of Election Schedule	22 nd Dec, 2025 (Monday)	After Declaration of Result of Board Members' Election
	I. Time window for filing nomination		
	II. Scrutiny of nomination papers		
	III. Time and date for withdrawal		
	IV. Display of list of the contesting candidate and schedule of election		
15	Meeting of Newly Constituted Board & Publication of List for valid Nominations, Polling (if required)	24 th Dec, 2025 (Wednesday)	11:00 AM Onwards
16	Declaration of Result of Election of Office Bearers	After approval of Cooperative Election Authority, New Delhi on Format 19N	

This issues with the approval of Cooperative Election Authority.




 (Authorized Signatory)
 For Cooperative Election Authority

19U. Account of election expenses. — (1) Every candidate at an election shall keep a separate and correct account of all expenditure in connection with the election incurred or authorised by him between the date of the order calling the election and the date of declaration of the result thereof, both dates inclusive within the period of thirty days from the date of declaration of the result.

(2) The account shall contain such particulars as may be specified from time to time in addition to the particulars referred to in rule 19W.

(3) The total expenditure shall not exceed the amount as may be specified by the Authority from time to time.

(4) Every contesting candidate at an election shall lodge with the Returning Officer an account of his election expenses within the time and in the manner specified by the Authority from time to time.

19V. Disqualification for failure to lodge account of election expenses. — If the Authority, based on a report from the Returning Officer, is satisfied that a person has failed to lodge an account of election expenses within the time and in the manner specified in rule 19U and has no good reason or justification for such failure, the Authority shall, by order published in the Official Gazette, declare him to be disqualified for being elected as, and for being, a member of the board of any society, and any such person shall be disqualified for a period of three years from the date of the order.

19W. Particulars of account of election expenses. — (1) The account of election expenses to be kept by a candidate shall contain the following particulars in respect of each item of expenditure from day to day, namely: —

- (a) date on which the expenditure was incurred or authorised;
- (b) nature of the expenditure (as for example, travelling, postage or printing etc.);
- (c) amount of the expenditure: —
 - (i) amount paid;
 - (ii) amount outstanding;
- (d) date of payment;
- (e) name and address of the payee;
- (f) serial number of voucher, in the case of amount paid;
- (g) serial number of bills, if any, in case of amount outstanding;
- (h) name and address of the person to whom the amount outstanding is payable.

(2) All the vouchers shall be lodged along with the account of election expenses, arranged according to the date of payment and serially numbered by the candidate and such serial numbers shall be entered in the account under item (f) of sub-rule (1).

(3) It shall not be necessary to give the particulars mentioned in item (c) of sub-rule (1) in respect of items of expenditure, for which vouchers have not been obtained.

19X. Notice by Returning Officer for inspection of accounts. — The Returning Officer may, within two days from the date on which the account of election expenses has been lodged by a candidate, cause a notice to be affixed to his notice board, specifying—

- (a) the date on which the account has been lodged;
- (b) the name of the candidate; and
- (c) the time and place at which such account may be inspected

Annexure-II

Draft illustrative letter & report from Returning Officer (RO) to Cooperative Election Authority (CEA).

Dated: _____

Place: _____

To,

The Cooperative Election Authority,
Ministry of Cooperation,
9th Floor, Tower-E, World Trade Centre,
Nauroji Nagar, New Delhi – 110029.

Subject: - Submission of Form 19M for seeking approval of election of Board of Director of (Name of MSCS).

Sir,

I have been appointed as a Returning Officer for conduct of election of Board of Director & Office Bearer of the (Name of MSCS) vide Order No. _____.

2. I have received the order of appointment of Returning Officer (RO) on _____. Subsequently, the election notice was issued under the signature of the RO on _____. The election notice was posted on the notice board of the Society as well as on the Website of the Society for publicity (link of the website to be given).

3. The election notice was also published in the following newspapers as per the detail given below.

1	2	3
Area of operation of Society.	Name of the newspaper & its edition.	Date of publication

Copy of the newspaper cuttings are enclosed.

4. The process of nomination was conducted from (dated) to (date). RO has received number of nominations. The details are given in the following table.

Elections to the Board of Directors of (Name of the Society), (Place)					
Category	Total No. of posts of Board of Directors to be elected.	No. of nominations filed from _____ to _____.	No. of nominations found invalid during scrutiny on _____.	No. of nominations withdrawn on _____.	Total number of final contesting candidates as published at _____ pm on _____.

General					
Women					
SC/ST					
Total					

5. Scrutiny has been conducted personally by the RO at (name of the location). There was no objection raised during the process of scrutiny.

6. The voting took place on day _____ at _____ (location). Number of Polling Booth set up _____.

Details of Polling Station.

Number	Details of location	Name of the District	Name of the State

7. Based on these, I am satisfied that the election was held as per procedure laid down in the Multistate Cooperative Society Act and Rules and, therefore, I recommend to accept the recommendation as contained in the Form 19M. Form 19M is attached.

8. Therefore, I am requesting the Cooperative Election Authority to approve the election of Board of Directors.

Encl: Duly filled in Form 19M.
(Total no. of pages).

Returning Officer

Name _____
Mob.No. _____
Landline No. _____

Format 19 M for Seeking Approval for Declaration of Election Result of the Board of Directors

[Under Rule 19 M (1) & (14)]

Section A –Election Summary (To be filled by the Returning Officer (RO))

1. General information	
(i) Name and Registration no. of the MSCS	:
(ii)	:
(a) Whether polling held (Yes / No), If yes, provide date and timing of polling	:
(b) If no polling is held, then indicate scheduled date of polling	
(iii) Whether the election held peacefully (Yes / No) [In case No, please describe the instances of disruption, violence, etc. and their impact on RO's endeavour to conduct a free & fair election, in a separate sheet]	:
2. Information related to seats on the Board (Pre-counting)	
(iv) Number of elected members in the Board of Directors as per bye-laws	General –
	Women –
	SC/ST –
(v) Number of elected members in the Board of Directors notified to be filled up through election	General –
	Women –
	SC/ST –
3. Information related to the number of contestants	
(vi) Number of nominations received	General – Women – SC/ST –
(vii) Number of nominations rejected	General – Women – SC/ST –
(viii) Number of nominations withdrawn	General – Women – SC/ST –
(ix) Number of valid contesting candidates	General – Women – SC/ST –
4. Information related to voters and votes polled	
(x) Number of eligible voters	:
(xi) Total number of voters who casted their vote	:
(xii) Number of votes rejected	:
5. Information on un-opposed seat(s) and seat(s) for which polling was held	
(xiii) Number of elected seats recommended to be filled up un-opposed (if any)	General –
	Women –
	SC/ST –

(xiv) Number of elected seats for which polling was held	General –
	Women –
	SC/ST –

6. Candidate-wise voting details and recommendations of RO

(a) For general category contestants *(in descending order of number of votes obtained)*

SN	Name & area of Constituency if any (as per Bye-Laws)	Name of contestant, Father / Husband Name, Address & Mobile No.	Membership No.	Elected unopposed under rule 19M(1) (Write Unopposed)	If polling held, no. of votes obtained	Recommendation of the RO – whether the candidate elected (Yes or No)

(b) For women category contestants *(in descending order of number of votes obtained)*

SN	Name of Constituency & Area	Name of contestant, Father / Husband Name, Address & Mobile No.	Membership No.	Elected unopposed under rule 19M(1)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)

(c) For SC/ST category contestants *(in descending order of number of votes obtained)*

SN	Name of Constituency & Area	Name of contestant, Father / Husband Name, Address & Mobile No.	Membership No.	Elected unopposed under rule 19M(1)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)

7. Detail of recommended vacant seats in the Board after counting

SN	Name of Constituency & Area	Seat Category	No. of recommended vacant seats	Reason for recommendation

1		General		
2		Women		
3		SC/ST		

8. Any Court case arisen during election- YES / NO, if yes provide details in separate annexure

I, _____ (name of RO), declare that the above recommendations have been made after conducting the election as per the MSCS Act, 2002 and MSCS Rules, 2002 as amended by the MSCA (Amendment) Act 2023 and Amended Rules 2023

Place:

(Signature of RO)

Date:

Name and seal of RO-

Mobile Number-_____

Land Line Number-_____

Section – B (for office of Cooperative Election Authority only)

Under Rule 19 M (1) & (14) of the MSCS Rules, 2023 as amended from time to time, it is conveyed that the Cooperative Election Authority, has approved / rejected the recommendation of the Returning Officer as given in Section A above. The reason(s) for approval / rejection of recommendations is/are_____.

After declaration of result by RO the details of Board of Directors as contained in Point 6(a), 6(b) & 6(c) should be displayed in the website of the society. This may be ensured by Chief Executive Officer of the society.

(Authorized Signatory)

For Cooperative Election Authority

Instructions for filling up Format 19M for the Returning Officer

1. The Returning Officer shall declare result only after seeking prior approval from the Cooperative Election Authority (Rule 19M)
2. This form should be carefully filled by Returning Officer and ensure that each and every column is filled up and no column is left blank. In case information asked is not relevant, then write "Not applicable"
3. Date of poll is mandatorily to be written. In case no elections are held (due to lack of nomination), scheduled date of polling as in "Election Program" issued/ approved by the Cooperative Election Authority, the same date should be written as "date of poll"
4. Each page of the Format 19M should be signed by the Returning Officer along with his seal.
5. Over-writing should be strictly avoided.
6. The Returning Officer should indicate his mobile number to established direct communication in case of any clarification. It may be noted that time period between conduct of elections of Board of Directors and of Office Bearers of the society is limited.
7. This form should be submitted to office of Cooperative Election Authority, 9th Floor, Tower-E, World Trade Center, Nauroji Nagar, Delhi-110029 through email (cea-2023@gov.in) and by speed post with a covering letter under signature & seal of Returning Officer.

Authorized Signatory

Format 19 N for Seeking Approval for Declaration of Election Result of the Office Bearer
[Under Rule 19 N (4) & (6)]

Section A – Election Summary (To be filled by the Returning Officer (RO))

1. General information					
(i) Name and Registration no. of the MSCS			:		
(ii)			:		
(a) Whether polling held (Yes / No)			:		
If yes, provide date and time of polling					
(b) If no polling is held, then indicate scheduled date of polling					
(iii) Whether the election held peacefully (Yes / No)			:		
[In case No, please describe the instances of disruption, violence, etc. and their impact on RO's endeavour to conduct a free & fair election, in a separate sheet]					
(iv) Whether the meeting to conduct election of Office Bearers has been chaired by Returning Officer			Yes / No Name of Returning Officer:		
2. Information related to post of the Office Bearers (Pre-counting)					
(v) Name of post of Office Bearers as per Bye-Laws			:		
(vi) Name of post of Office Bearers notified to be filled up through election			:		
3. Information related to the contestants					
(vii) Number of valid contesting candidates			a. For President or Chairperson: b. For Vice President or Vice Chairperson:		
4. Information related to Board Meeting as per rule 19N (1)					
(viii) Date and Time of Board Meeting					
(ix) Venue of the meeting					
(x) Number of incumbent elected directors in the Board			:		
(xi) Number of incumbent elected directors who attended Board meeting convened by RO			:		
5. Information on un-opposed post and post for which polling was held					
(xii) Name of posts recommended to be filled up un-opposed,					
(xiii) Name of posts for which polling was held					
6. Candidate-wise voting details and recommendations of RO					
6 (a) For the post of President or Chairperson (in descending order of number of votes obtained)					
SN	Name of contestant, Father / Husband Name, Address & Mobile No	Membership No.	Elected unopposed under rule 19N (4)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)

6 (b) For the post of Vice-President or Vice-Chairperson (in descending order of number of votes obtained)					
SN	Name of contestant, Father / Husband Name, Address & Mobile No	Membership No.	Elected unopposed under rule 19N(4)	If polling held, no. of votes obtained	Recommendation of the RO – proposed to be elected (Yes / No)

7. Detail of recommended vacant seats of Office Bearer after counting

SN	Name of post recommended to be vacant	Reason for recommendation
1		
2		
3		

8. Any Court case arisen during election- YES / NO, if yes provide details in separate annexure

I, _____ (name of RO), declare that the above recommendations have been made after conducting the election as per the MSCS Act, 2002 and MSCS Rules, 2002 as amended from time to time.

Place:
Date:

(Signature of RO)

Name and seal of RO-
Mobile Number-_____
Land Line Number-_____

Section – B (for office of Cooperative Election Authority only)

Under Rule 19 N (4) and (6) of the MSCS Rules, 2023 as amended from time to time, it is conveyed that the Cooperative Election Authority, has approved / rejected the recommendation of the Returning Officer as given in Section A above. The reason(s) for approval / rejection of recommendations is/are_____.

After declaration of result by RO the details of Office Bearers as contained in Point 6(a) & 6(b) should be displayed in the website of the society. This may be ensured by Chief Executive Officer of the society.

(Authorized Signatory)

For Cooperative Election Authority

Instructions for filling up Format 19 N for the Returning Officer

1. The Form 19 N is to seek prior approval for declaration of election result of the Office Bearers (Section 49 (2) (a) (aa) of MSCS Act & Rules). There are only two office bearers – namely
 - (i) Chairperson and Vice-Chairperson or
 - (ii) President and Vice-President
2. Returning Officer shall cross check and verify to ensure that candidates indicated in the form 19 N are duly elected members of the Board and their names are available in Form 19 M also.
3. No Candidate who has been nominated in the Board or coopted in the board is eligible to contest as Office Bearers.
4. This form should be carefully filled by Returning Officer and ensure that each and every column is filled up and no column is left blank. In case information asked is not relevant, then write “Not applicable”
5. Date of poll is mandatorily to be written. In case no elections are held (due to lack of nomination), scheduled date of polling 2 in “Election Program” issued/ approved by the Cooperative Election Authority, the same date should be written as “date of poll”
6. Each page of the Format 19N should be signed by the Returning Officer along with his seal.
7. Over-writing should be strictly avoided.
8. The Returning Officer should indicate his mobile number to established direct communication in case of any clarification. It may be noted that time period between conduct of elections of Board of Directors and of Office Bearers of the society is limited.
9. The Returning Officer shall prepare proceedings of the elections of the Office Bearers and submit a copy of proceedings. A copy of such report together with a copy of the return of the polling, to the Authority (Rule 19 N (5) of MSCS Act and Rules.
9. This form should be submitted to office of the Cooperative Election Authority, 9th Floor, Tower-E, World Trade Center, Nauroji Nagar, Delhi-110029 through email (cea-2023@gov.in) and by speed post with a covering letter under signature & seal of Returning Officer.

Authorized Signatory

PROFORMA

Proforma for remuneration-claims for conduct of MSCS Elections

S.No.	Name and Designation	Service	Pan Number	Bank account details/Bank name and Branch name with IFSC Code	Basic Pay drawn in the moth in which Election Programme is issued
1.					
2.					
3.					
4.					

Seeking additional details in case of members who are central govt. employees in term of DOP&T Office Memorandum F.No.11013/1/2016-Estt.A-III February, 2020 and dated 21st Government employee Under the rule 15(1)(c) of CCS (Conduct) Rules, 1964 at the time of filing nomination.

i	Name & Membership no.			
ii	Whether he has held elected office prior to the present election (please tick)	Yes	No	NA
iii	Name of body/organisation where the Central Government servant held elective office			
iv	Whether permission of the Competent Authority has been taken to contest present election	Yes		No
v	If answer to (iv) above is affirmative, then please annex a copy of prior permission			

Date:

Name in Capital Letter

Place:

Signature of member contesting election)

Check List for Returning Officer appointed under Section 45K of the Multi State Cooperative Societies Act, 2002 (amended in 2023) for conduct of election of MSCS		
	Action to be taken by Returning Officer	Date
1	Meeting with Secretary/CEO of the Society. (Rule 19H (8))	
2	Issue of election notice under signature of Returning Officer.	
3	Publication of Election Programme on the website of the Society	
4	Publication of draft voter list on the website of the society	
5	Sending Proposal for appointment of ARO to Cooperative Election Authority on email cea-2023@gov.in	
6	Publication of election notice in the newspaper in the area of operation of the Society (Rule 19I (3))	
7	Publication of list of nomination forms received on the website of the Society	
8	Sending of newspaper cutting to the CEA with reference to (6) above	
9	Scrutiny of nomination papers by RO. (Rule 19L)	
10	Publication of list of valid nominations accepted by RO. (Rule 19L(1)(e))	
11	Publication of list of withdrawals after scrutiny on the website	
12	Publication of list of rejections after scrutiny on the website	
13	Publication of final list of candidates under the signature of RO on the website of the Society	
14	Sending the list of the candidates to the Cooperative Election Authority with the details - (i) filed nomination (ii) rejected nominations with reasons (iii) withdrawal of nomination and (iv) valid nominations with reference to the number of post of directors on email cea-2023@gov.in	
15	Ballot paper and making arrangements for its printing and other logistic arrangement for transportation in case polling station are being setup in multiple cities/districts/states	
16	Sending of recommendation after conduct of election of Board of Directors in Form 19M for seeking prior approval of CEA along with detailed report	
17	Issue of proceedings of result of Board of Directors after receipt of approval of CEA	
18	Sending the details (basic pay of RO/ARO) to CEA for payment of remuneration and name of Polling Officers appointed by RO on email cea-2023@gov.in	
19	Chairing of meeting by RO in person for elections of Office Bearers i.e. Chairman & Vice-Chairman only (Rule 19N (2))	
20	Sending recommendation in Form 19N after election of Office Bearers for seeking prior approval of CEA along with detailed report (Rule 19N)	
21	Declaration of result under Rule 19N (6)	